



# PARTS SPECIALIST JOB DESCRIPTION

Job Title: **Parts Specialist**

Job Code: **MM106**

Pay Grade: **16**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **April 2009**

## NATURE OF WORK

Under close supervision, purchases and accounts for parts, supplies, equipment and material for Public Works Department (PWD) vehicle fleet, and maintains inventory records and logs.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains inventory and purchase records for PWD vehicle parts and supplies and other supplies and equipment.
- Researches vendor information and acquires price quotes; contacts vendors to clarify specifications and price; verifies information and resolves issues as needed; obtains bids for parts and materials and orders items for inventory; issues purchase orders, purchase final product.
- Receives materials and supplies for stock inventory, reconciles packing list with purchase order, reviews documents for compliance to policy, and enters data into computer system; receives and processes materials in accordance with county policies and procedures.
- Processes invoices, verifies price and quantity of goods received, follows up with vendors as required.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and documents.
- Processes inventory and bookkeeping transactions in compliance with all applicable rules, regulations and procedures; posts computer inventory entries, and reviews and validates data.
- Updates records for vehicle repair orders, verifies proper coding of work performed and parts and supplies used; reviews shop work orders, updates service files and orders inventory replacements.
- Serves as a service writer for the central shop operation.
- Lewis County essential personnel (24/7 emergency response).

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and fleet maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to seventy five (75) pounds; frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

High School Diploma or GED equivalent; AND four (4) year's fleet vehicle and/or heavy duty equipment inventory management experience.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Purchasing and inventory control practices and procedures.
- Fleet vehicle maintenance procedures and terminology.
- Accounting and bookkeeping principles and methods.
- Principles of record keeping and records management.
- Safety standards and practices in a shop environment.

**Skills in:**

- Maintaining accurate purchasing and technical records.
- Reading and understanding technical automotive diagrams and parts manuals.
- Entering numerical and technical information into a computer system with speed and accuracy.
- Performing mathematical calculations with skill and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.